

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 2722 SW TOPEKA BLVD TOPEKA, KS 66611-1287	DATE 13 DEC 2018	ANNOUNCEMENT NO. 30-2019
OPEN TO CURRENT AGR MEMBERS OF THE KANSAS AIR NATIONAL GUARD	APPLICATIONS WILL BE ACCEPTED UNTIL 20 DEC 2018, 1500 HRS	
MILITARY POSITION TITLE & NUMBER SURVEY TEAM CHIEF #TBD	MIL AFSC & GRADE 3E951/TSGT	APPOINTMENT FACTORS SEE BELOW
LOCATION OF POSITION 73 RD CIVIL SUPPORT TEAM FORBES FLD, KS 66619	MINIMUM RANK SSGT	MAXIMUM RANK TSGT
SELECTING SUPERVISOR CPT Colin Randolph, Survey Team Leader, 401-309-7929, colin.m.randolph.mil@mail.mil		

AFSC SPECIALTY SUMMARY

Administers MAJCOM and Installation Emergency Management Programs. Prepares, plans, trains, educates, and equips personnel and installation leaders on ways to prepare for, prevent, respond to, maintain mission capability and recover from threat events including major accidents, natural disasters, weapons of mass destruction and wartime chemical, biological, radiological, nuclear and high-yield explosive (CBRNE) attacks. Performs detection, monitoring, sampling, warning and reporting of chemical, biological, radiological, nuclear (CBRN) events. Provides expert advice for commanders to make risk-based decisions during all phases of emergency response operations. Related DoD Occupational Subgroup: 149400.

AFSC DUTIES & RESPONSIBILITIES

Manages and executes the Installation Emergency Management (EM) Program. Implements DoD, AF, and national consensus standards and guidance into installation level instructions, plans, guides and checklists.

Provides hazardous materials (HAZMAT) response capability for unknown or suspect CBRN incidents.

Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Provides technical advice to the Emergency Operations Center (EOC) Director. May operate a mobile communications center to provide a command and control platform for the Incident Commander.

Establishes, monitors and maintains an integrated CBRN detection, warning, and reporting system.

Prepares manual and automated plume models for CBRN events and interprets data for installation leadership.

Determines contamination levels, identifies contaminated areas and coordinates with Bio-Environmental Engineers to establish proper protective measures. Collects and prepares samples and ensures proper transport of samples from suspected CBRN events. Advises, directs and supervises EM specialized teams.

Organizes, schedules, and coordinates all aspects of the Emergency Management Working Group meetings including recording and distributing meeting minutes and tracking action items. Participates as an Installation Emergency Management Working Group (EMWG) member.

Conducts unit and staff agency EM Staff Assistance Visits (SAV) ensuring EM organizing, equipping and training requirements are accomplished and related directives are followed. Develops installation SAV checklists to execute the SAV Program. Develops installation SAV schedule and conducts an EM SAV on all units annually. Provides a written report to unit commanders and briefs the Installation EMWG on findings and trends. Follows up on identified discrepancies to ensure corrective actions meet standards.

Manages all aspects of the EM Training and Education Program. Determines requirements for training, facilities, space, equipment, visual aids and supplies to support training requirements, and monitors the training and education program to ensure effective use of support items. Develops and distributes multimedia presentations, lesson plans, educational pamphlets and handouts to support training efforts. Coordinates requirements with unit and staff agency training schedulers. Instructs indoor and outdoor training using lecture and demonstration-performance methods. Prepares and maintains training documentation. Performs trend analysis on unit scheduling, attendance and classroom utilization rates. Provides statistical data to senior leadership during the EMWG.

Equips, maintains and manages the installation Emergency Operations Center (EOC) and serves as the EOC Manager and OPR for Emergency Support Function -5, Emergency Management.

Determines requirements, develops EM budget, executes and monitors expenditures for EM materials and equipment. Ensures authorized and required CBRNE protective equipment and clothing, detection devices and monitoring instruments are available, calibrated and in serviceable, operating condition.

Responsible for obtaining and maintaining communication equipment, global positioning system receivers, weather monitoring systems, computer modeling systems and other response-related equipment.

Requisitions supplies and equipment for the Readiness and Emergency Management Flight and EM Support Team members.

Maintains CBRN equipment and training munitions accounts.

Provides equipment availability and condition status to senior leadership during the EMWG.

Develops and coordinates EM plans and supporting checklists ensuring planning and response elements are incorporated into a single, integrated program. Provides input to or develops EM annexes, appendices, supplements, local support agreements and other documents supporting homeland defense and expeditionary operations.

Coordinates unit and staff agency support of the Installation EM Program with Unit EM Representatives.

Performs Quality Assessment Evaluation; reviews Performance Work Statements on non-technical contracts for compliance.

Acts as the installation liaison to the local emergency planning committee (LEPC). Establishes a working relationship with the LEPC to foster mutual support during disasters, responses and contingencies. Develops and coordinates EM mutual support agreements through the LEPC.

Conducts individual protection determination, decontamination, warning and reporting activities.

QUALIFICATIONS

1. Must possess AFSC 3E951.
2. Must have completed Civil Support Skills course (CSSC).
3. Must be a current member of the CST.
4. Applicant must meet all requirements of ANGI 36-101.
5. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
6. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
7. Military grade will not exceed the maximum authorized grade on the unit manning document.
8. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
9. Ability to speak distinctly.
10. Normal color vision as defined in AFI 48-123, Medical Examinations and Standards.
11. For AFSCs 3E911/31/51, must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
12. For AFSCs 3E911/31/51, qualification to operate government motor vehicles and vehicular equipment for "Maintenance Purposes Only" according to AFI 24-301
AFSCs 3E911/31/51/71, no record of claustrophobia or claustrophobic tendencies.
13. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
14. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3E9XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management.
15. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD
 - a. Must be able to lift more than 50 LBS

- b. ASVAB requirements: G \geq 62
- c. PULHES: 222221

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 190 Force Support Squadron, ATTN: Full Time Manning, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to usaf.ks.190-arw.mbx.agr-applications@mail.mil.

Applications will include:

- 1. Current Fitness Report from the Air Force Fitness Management System (AFFMS II)**
- 2. Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
- 3. Record Review RIP (from vMPF)**

NOTE:

- 1. Failure to provide all the required documents will result in application being returned without further action.*
- 2. Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
- 3. If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SSgt Paula Conley, 190 FSS/FTM, DSN: 720-4153, COMM: 785-861-4153.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.